PAYMENT SERVICES USER MANUAL

APPROVING INVOICES WITH RESTRICTED APPROVAL RULES

INTRODUCTION

Approving the invoice can be done either on the **Approval** or the **Multi Proc** screen. However, if the Payment Services administrator has assigned ‘detail line approval’ on an approval level, and the approver has been assigned PCAs/Indexes for approval authority, the approver must use the **Approval** screen to approve the invoice.

Thus, the specific steps to approve invoices depend on the business processes of your agency. Whatever the process, invoices must have fiscal coding/cost distribution saved and completed before you can approve them.

RESTRICTED APPROVAL AND APPROVALS BY DETAIL LINE

Your Payment Services administrator can restrict certain PCAs or Indexes to approvers for approving invoices. Your administrator can also enable detail line approval for certain approval levels.

The steps in this document apply only if *both* of the following conditions exist:

- Your Payment Services administrator has restricted or assigned your approval by PCA/Index. This gives you permission to approve only those invoice line items that have coded with your assigned PCAs/Indexes.
- Your Payment Services administrator has enabled approval by detail line (or “line item approval”). The assigned approval PCA/Index has an effect in Payment Services only if your administrator has enabled approval by detail line on your approval level.

  NOTE: Your administrator can enable detail line approval on some approval levels but not enable it on others. Therefore you may not have detail lines on all approval levels.

If these conditions do not apply, please see the Payment Services Approving Invoices documentation for instructions.

OPENING THE APPROVAL SCREEN

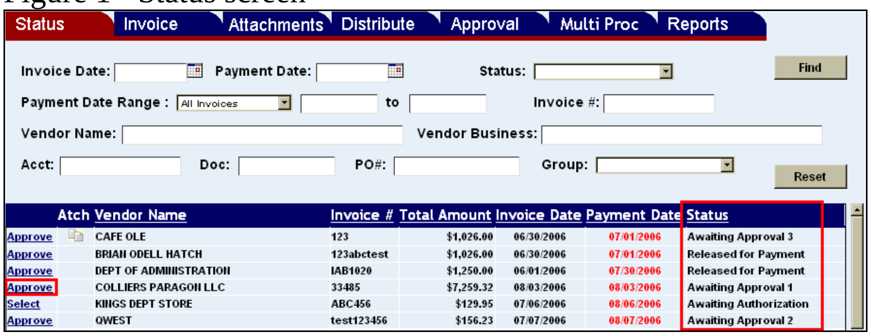
Open the **Approval** screen one of two ways:

A. Save and complete the cost distribution on the **Distribute** screen and then click the **Approval** tab. Skip to the Approving Invoices section below.

B. Locate and select an invoice in the **Status** screen:

- If necessary, search for invoices or sort the list of invoices displayed. The status of the invoice will indicate that next approval level needed. See the Status document for more details. NOTE: The names of the approval levels are defined by your Payment Services administrator.
- Click **Approve** next to the invoice you want to approve.

Figure 1 - Status screen

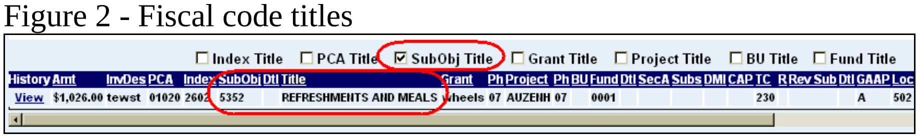


APPROVING INVOICES

1. Review the invoice fiscal coding details.

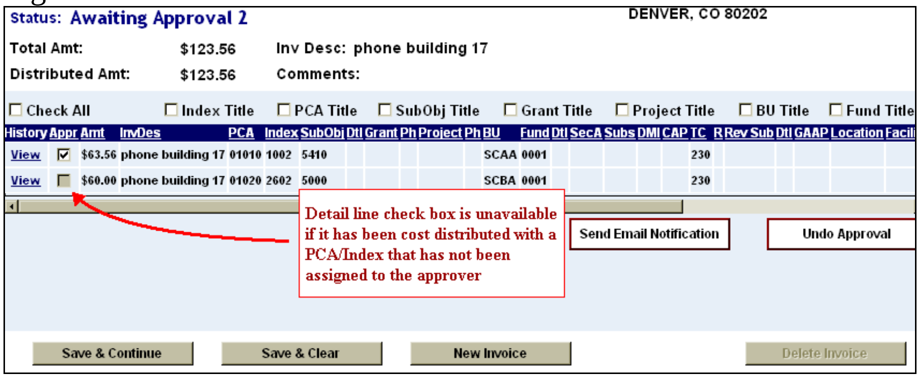
   To see more information about some of the fiscal coding fields, select the 'title check box' for the fiscal code to display its title. For example, select **SubObj Title** to display the title of the subobject code. Uncheck the 'title check box' to hide the title.

Figure 2 - Fiscal code titles



2. To approve an invoice, click the check box next to detail line(s) you want to approve. The check box will be unavailable to the approver if the detail line has been coded with a PCA/Index that has not been assigned to the approver.

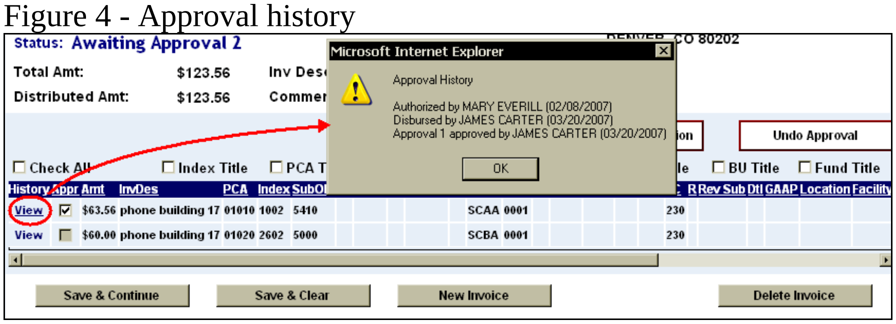
Figure 3 – Detail line



3. Click **Save & Continue** or **Save & Clear**.

   Save & Continue will save the invoice and leave it on screen with the approvals you have entered. **Save & Clear** will save the invoice approval and clear the **Approval** screen.
4. If e-mail notification has been enabled by your Payment Services administrator, an e-mail dialogue box will appear after saving the approval. Use it to send an e-mail to the next level approver(s) or click **Send Email Notification** to notify the next level approvers. See the [E-Mail Notification section](#) below.
5. To see the history of previous approvals for an invoice or a line item(s), click **View** under the **History** column.

Figure 4 - Approval history



UNDO APPROVALS

Approvers cannot change fiscal coding or cost distribution directly on the **Approval** screen. An invoice must be unapproved and sent back to **Cost Distribution**. (An invoice can be unapproved for other reasons as well.)

6. To undo an approval on an invoice that has been approved, click **Undo Approval**.
7. After clicking **Undo Approval**, select the approval level (or “status”) you want to set the invoice back to and then click **Save**.

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Figure 5 - Set Status after undoing an approval

8. If e-mail notification has been enabled by your Payment Services administrator, an e-mail dialogue box will appear after undoing the approval and saving the status. Use it to send an e-mail to the next level approver(s) or click **Send Email Notification** to notify the next level approvers. See the E-Mail Notification section below.
9. To undo an approval on a line item that has been approved, clear the checkmark next to the line item, and then click **Save & Continue** or **Save & Clear**. (Do not click the **Undo Approval** button.) **Save & Continue** will leave save the invoice approval changes and leave it on screen. **Save & Clear** will save the invoice approval changes and clear the invoice off the **Approval** screen.

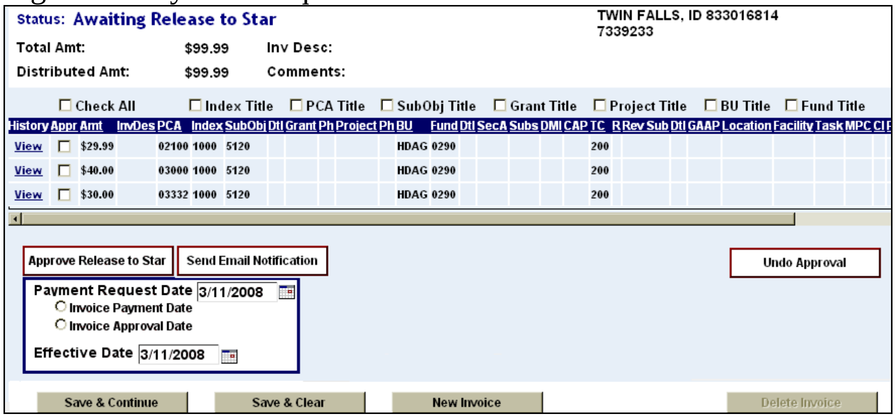
FINAL APPROVAL, PAYMENT DATE, EFFECTIVE DATE

When the final approval level is selected, a **Payment Request Dat**e dialog box appears. This box allows you to select the date when the invoice gets sent to STARS for payment. You can also change the **Effective Date** to control the month in which the transaction will process in STARS.

1. If your agency administrator has set up line item approval for the approval level, select each line item you want to approve.
2. Use one of the payment request date options:
   - Enter a date in the **Payment Request Date** field (or use the calendar icon to select a date).
   - Select **Invoice Payment Date**. This will use the Invoice payment date as entered on the **Invoice** screen.
   - Select **Invoice Approval Date**. This will use the date the invoice is approved for the payment date.
3. If necessary, enter a date in the **Effective Date** field (or use the calendar icon to select a date). The default date will be the current day's date. When uploaded to STARS, STARS uses the Effective Date to determine the month in which the transaction will process, as long as that month is open.

4. Click **Save & Continue**.
5. Click the **Approve…** button.

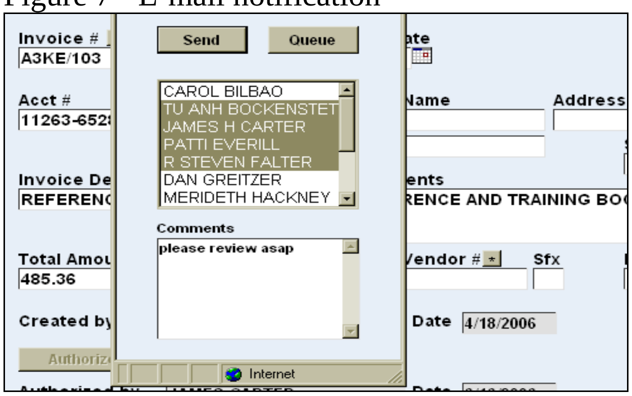
Figure 6 - Payment Request Date



E-MAIL NOTIFICATION

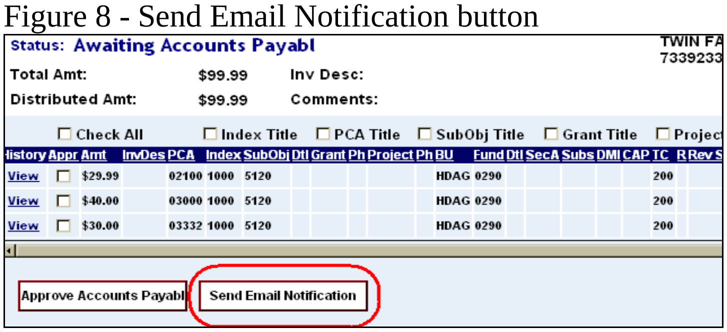
If e-mail notification has been enabled by your Payment Services administrator, an e-mail dialogue box will appear after saving the approval or undoing an approval.

Figure 7 - E-mail notification



You can also click **Send Email Notification** to generate the same e-mail dialog box:

Figure 8 - Send Email Notification button

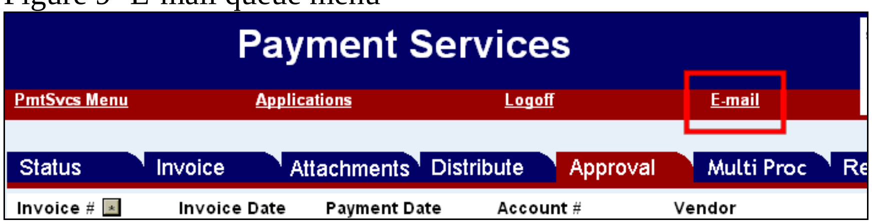


TO SEND AN E-MAIL NOTIFICATION

1. If the invoice had detail line approvals, the e-mail dialogue box will highlight everyone on your notification list and send notification to everyone. Click a recipient's name to un-highlight them so they will not be notified.
2. Type a comment if needed.
3. Click **Send** or **Queue**.
   - Click **Send** to send the e-mail immediately.
   - Click **Queue** to save e-mail messages in a queue which will be automatically sent at the end of the day (midnight). Queue will store multiple e-mail messages for the same recipients, but only send one e-mail for each recipient with multiple invoice messages in the one e-mail.
4. After sending or queuing, a verification message will appear. Click **OK** and then click **X** in the corner of the e-mail dialog box to close.

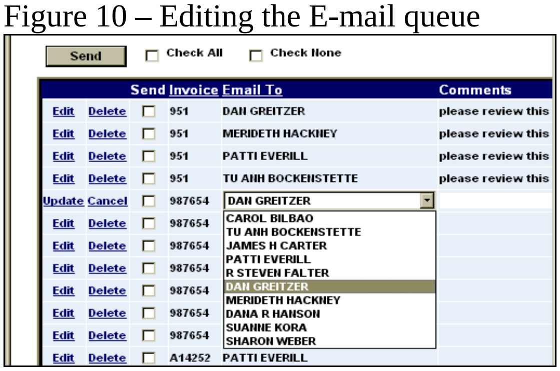
TO SEND AN E-MAIL NOTIFICATION FROM THE QUEUE

Figure 9- E-mail queue menu



5. Click **E-mail** in the top menu bar
6. By default, all recipients are selected. Uncheck the check box in the **Send** column if you do not want to send an email to a particular person. However, any unsent e-mails in the queue will be sent automatically at the end of business day.
   a. To send notification to someone other than the recipient in the queue, click **Edit** next to an invoice and recipient name. Note that this clears the check boxes on all recipients.
   b. Select a recipient's name from the **Email To** menu.

Figure 10 – Editing the E-mail queue



c. Type a **Comment** if needed.

d. Click **Update** to save the change. (Click **Cancel** to cancel the change.)

7. Select **Check All** if the check boxes were cleared when editing a name.
   a. To select some people in the queue to notify but not others, select **Check All** and then uncheck individual boxes in the **Send** column for individual recipients.)
8. Click **Send** to send all selected e-mails from the queue.

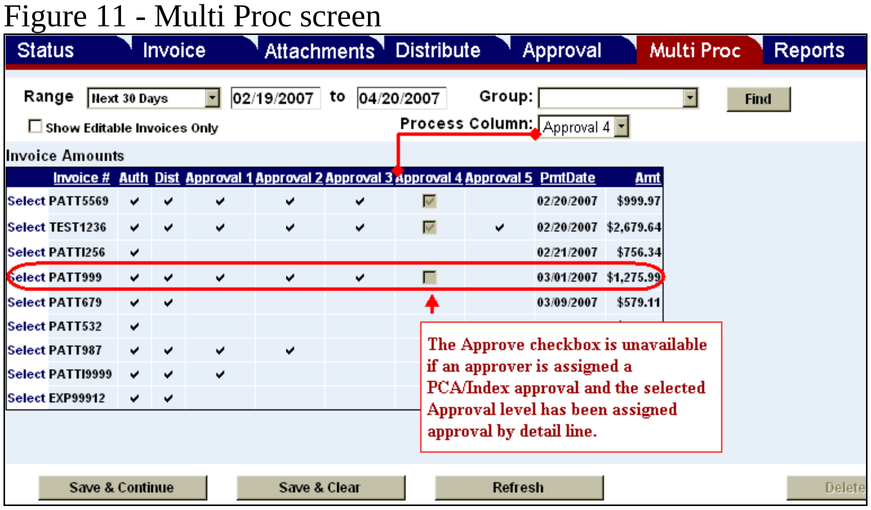
USING THE MULTI PROC SCREEN

The **Multi Proc** screen displays multiple approval levels. You can approve invoices on the **Multi Proc** screen for those approval levels that do *not* have approvals by detail line. Also, if you have any restrictions to the Index/PCAs that can be approved, you will not be able to approve invoices on the **Multi Proc** screen. Use the **Approval** screen to approve such invoices.

On the **Multi Proc** screen you can view the invoices and their approval details. The names and the number of approval processes in the **Process Column** menu are defined the agency's Payment Services administrator. These names appear in the column headers of the invoice list.

1. From the Payment Services main menu, select **Invoice.**
2. Click the **Multi Proc** tab.
3. If desired, click **Select** next to an invoice to view its details.
4. Select an appropriate approval level from the **Process Column** menu. In the example below they are named "Approval 1", "Approval 2", etc.
   a. Check the invoices to approve (or leave them checked).
   b. Uncheck invoices to "disapprove" (or leave them unchecked).
5. Click **Save & Continue** or **Save & Clear**. Either option will leave save the approval changes and leave them displayed on the **Multi Proc** screen.

Figure 11 - Multi Proc screen

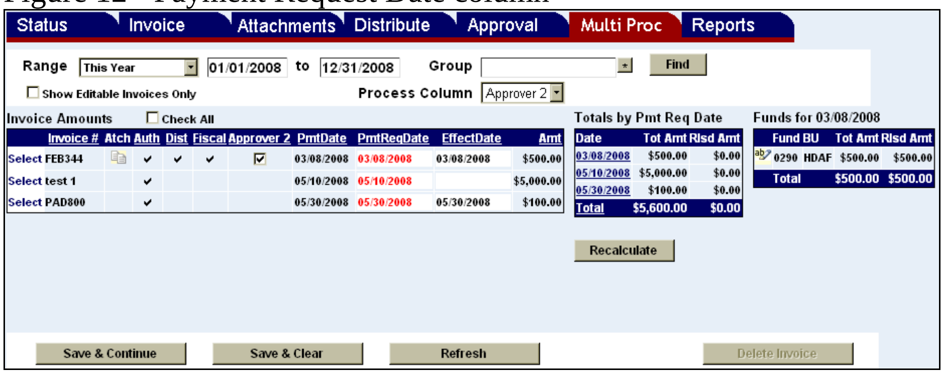


MULTI PROC FINAL APPROVAL LEVEL

The final approval level in Multi Proc will also display total costs and fund information as well. By seeing the total amounts and the funds being affected, you can make decisions about which invoices to pay, which invoices could be better distributed across funds, etc.

Like the **Approval** screen, the **PmtReqDate** (Payment Request Date) and **EffectDate** (Effective Date) can then be changed if desired. Click here to see the Multi Proc document for more details.

Figure 12 - Payment Request Date column



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